

DECREASE IN REVENUE OF AN ELECTRIC COOPERATIVE

Filing Requirements Checklist

(Applicable Authority: KRS 278.455, KRS 278.180(1) and 807 KAR 5:007)

Case No. _____ Utility Name _____ Received Date _____ Form Circulation Date _____

Instructions:

- 1) Each Division noted by checkmark () is to complete its review and pass on within two days of receipt.
- 2) This form is to list only the specific filing deficiencies as identified in the regulations. If additional information is needed, an information request must be issued.
- 3) Staff member should use initials and list date review is completed.
- 4) Return to Docket Section following review by all Divisions.

Reviewed by Following Divisions:

		<u>Staff Member</u>	<u>Date</u>
_____	Filings Division	_____	_____
_____	Financial Analysis	_____	_____
_____	Engineering	_____	_____
_____	Legal	_____	_____

<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Requirement Met</u>	<u>Waiver Requested</u>	<u>Approve Waiver?</u>
			<u>YES</u> <u>NO</u>		<u>YES</u> <u>NO</u>

807 KAR 5:007,
Section 1

Filings Division		Full name and post office address of applicant and a reference to the particular provision of law authorizing the filing.	_____	_____	_____	_____	_____
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Filings Division		An original and 5 copies of the full application.	_____	_____	_____	_____	_____
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Financial Analysis	Section 1(1)	The tariff incorporating the reduced rates, specifying an effective date no sooner than thirty (30) days from the date filed.	_____	_____	_____	_____	_____
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OR

	Section 2(1)	If the change in rates reflects an increase or decrease of the rates of the applicant's wholesale supplier, a new tariff reflecting the new rates specifying an effective date no	_____	_____	_____	_____	_____
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<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Requirement Met</u>		<u>Waiver Requested</u>	<u>Approve Waiver?</u>	
			<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
		sooner than the effective date of the supplier's wholesale rate change.					
Legal	Section 1(3)	A brief statement of the facts demonstrating that the filing is made pursuant to the authority of KRS 278.455.	___	___	___	___	___
Financial Analysis	Section 1(4)	A comparison of the current and proposed rates.	___	___	___	___	___
Financial Analysis	Section 1(5)(a)	An analysis demonstrating that the rate change does not change the rate design currently in effect.	___	___	___	___	___
Financial Analysis	Section 1(5)(b)	An analysis demonstrating that the revenue change has been allocated to each class and within each tariff on a proportional basis.	___	___	___	___	___
Legal	Section 1(6)	A certification that a complete copy of the materials filed with the commission has been sent to the Attorney General's Office of Rate Intervention.	___	___	___	___	___
Legal	Section 1(7)	A statement that notice of the rate change pursuant to Section 3 of this administrative regulation has been given, not more than thirty (30) days prior to the date the application is filed, by one (1) of the following methods: (a) by typewritten notice mailed to all customers; (b) by publication in a newspaper of general circulation in the affected area; or © by publication in a periodical distributed to all members of the cooperative.	___	___	___	___	___
Legal	Section 1(8)	A copy of the notice given pursuant to subsection (7).	___	___	___	___	___

<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Requirement</u> <u>Met</u>		<u>Waiver</u> <u>Requested</u>	<u>Approve</u> <u>Waiver?</u>	
			<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
Legal	Section 3	<p>The notice informs customers that they may inspect the application at either the Commission's office or the utilities, and contains:</p> <p>(1) The name, address, and phone numbers of the cooperative;</p> <p>(2) The existing rates and the revised rates for each customer class;</p> <p>(3) The effect of the rate change, stated both in dollars and as a percentage, upon the average bill for each customer class.</p> <p>(4) One of the following statements:</p> <p>(a) The rate reduction is being made at the sole discretion of the utility, pursuant to KRS 278.455(1;</p> <p><u>OR</u></p> <p>(b) The rates are being revised to reflect a change in wholesale rates pursuant to KRS 278.455(2).</p>	—	—	—	—	—